DELPHI Skills Assessment for PO Lead Accounting Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
				Proficiency				
Basic Navigation								
Purchase Orders								
Generate purchase orders								
Import purchase orders from external systems								
Print purchase orders								
Mail purchase orders								
Review purchase order change request forms and receiving referrals								
Enter purchase order changes								
Print updated purchase orders								
Distribute updated purchase orders								
Generate release of blanket purchase agreements								
Generate release of planned purchase orders								
Import releases of blanket purchase agreements and planned purchase orders from external systems								
Enter travel orders as purchase orders								
AutoCreate								
Enter autocreate documents								
Requisitions								
Generate requisitions								
Import requisitions from external systems								
Employee Records								
Update the employee database								
Period End Transactions								
Enter all transactions required to process and reconcile period end								